

**26 June 1998**

**Training**



**AFRC RESERVE FINANCIAL TRAINING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRD 36-22, *Military Training*, and establishes responsibilities, procedures, and relationships of agencies involved in the reserve financial training program. It covers training requirements and establishes procedures and responsibilities for scheduling and conducting training meetings and workshops. The financial reservists training mission is to acquire the financial skills needed to augment the active forces and provide financial operations for all funding, accounting, and customer service requirements during deployment.

## **1. Responsibilities and Procedures:**

### **1.1. Financial Reservists:**

- 1.1.1. Are responsible for meeting satisfactory unit training assembly (UTA) requirements.
- 1.1.2. Read assigned materials and demonstrate proficiency on assigned tasks.
- 1.1.3. Accomplish on-the-job training (OJT), annual tour (AT) active duty qualification training based on the Career Field Education and Training Plan (CFETP), 6F0XX, 6F1XX, Specialty Training Standard (STS) and ancillary training (that is, buddy care, weapons, and disaster preparedness qualifications).
- 1.1.4. Advise senior financial reservist when training materials are needed.
- 1.1.5. Initial individual's OJT and qualification training accomplishments at UTA.
- 1.1.6. Submit formal school tour requests through the air reserve technician (ART) to senior comptroller reservist and comptroller.
- 1.1.7. Work closely with the ART senior financial reservist to schedule AT training or special tours by 1 October of each year.

- 1.1.8. Complete initial career brief.
- 1.1.9. Take training files, AF Form 623, **Individual Training Record**, and OJT record to training monitor of host unit or section when on AT.
- 1.1.10. Post updated training accomplishments. Reservists will not annotate their own record.
- 1.1.11. Submit AT report to the ART, senior reservist, or comptroller by the following UTA.
- 1.1.12. Perform AT at a gaining major command (GMAJCOM) not less than every 3 years.
- 1.1.13. Participate in TOP DOLLAR training every three years.

## **1.2. Senior Financial Reservist (Officer/Enlisted):**

- 1.2.1. Supervises unit financial reservists and is responsible for training progress.
- 1.2.2. Works with comptroller and individual reservist to tailor specific training requirements and develop long-term training plans. A training plan will be on file at the unit and a copy submitted to HQ AFRC/FMXX by 1 October of each year. The training plan should be based on training requirements in AFPAM 65-110, *Deployed Agent Operations*, and the STS.
- 1.2.3. Ensures training materials are available for financial reservists.
- 1.2.4. Schedules AT training for each reservist as requested by HQ AFRC program coordinator according to agreement with GMAJCOMs and AFRC directives. Schedules annual tours with HQ AFRC/FMXX by 1 October each year for all assigned reservists using the AT training scheduling program.
- 1.2.5. Supports assignment and training requests levied by the HQ AFRC/FMXX training program coordinator.
- 1.2.6. Delegates office duties to reservists in specific capacities (that is, OJT, STC, or according to AF Form 623).
- 1.2.7. Ensures each reservist performs AT training.
- 1.2.8. Provides information to the comptroller on reservists AT dates.
- 1.2.9. Submits letter to AT training site advising type training required for each reservist at least 45 days before scheduled AT.
- 1.2.10. Coordinates with unit OJT manager to obtain guidance and training support.
- 1.2.11. Plans and coordinates OJT.
- 1.2.12. Ensures OJT accomplishments of reservists are certified monthly using AF Form 623 and AF Form 623A, **On-The-Job Training Record Continuation Sheet**, or AF Form 1098, **Special Task Certification and Recurring Training** as applicable.
- 1.2.13. Maintains training files, including AF Form 623 and AFSC 6F0XX/6F1XX STS, using the minimum training times shown in attachment 1.
- 1.2.14. Sets up specific duties for reservists on UTAs.
- 1.2.15. Reviews training records of individuals in upgrade or qualification training on a quarterly basis to assess trainees progress.
- 1.2.16. Reports training progress or problems to unit comptroller quarterly.

- 1.2.17. Coordinates with unit comptroller to ensure civilian training support is provided during UTA and AT performed at home station.
- 1.2.18. Reviews and forwards formal school training requests to unit training monitor.
- 1.2.19. Provides the comptroller formal training requirements for the next fiscal year by 15 August.
- 1.2.20. Submits budget estimates for special tours or school tours through unit commander and comptroller according to unit call instructions (that is, alternate UTA support, UTA preplanning, inspector general augmentation, HQ AFRC special projects, unit special projects, working group meetings, conferences, etc).
- 1.2.21. Ensures XFFAG unit training code is up to date and ready for deployment (that is, current instructions and equipment).
- 1.2.22. Inputs financial reservists AT training schedule to HQ AFRC/FMXX to update training data base.
- 1.2.23. Advises AFRC/FMXX training coordinator when reservist's scheduled training is not accomplished.
- 1.2.24. Provides AFRC/FMXX training coordinator feedback on the GMAJCOMs training plan after the reservist completes AT. The report reflects training provided by the GMAJCOM and its suitability to the financial reservists training program.
- 1.2.25. Prepares reservists to attend TOP DOLLAR training.
- 1.2.26. Keeps updated information on wartime missions, deployment locations, and taskings. Works with ART and comptroller to formulate plans, policies and operational instructions to assist financial reservists in responding to taskings.

### **1.3. Air Reserve Technician (ART):**

- 1.3.1. Works with senior reservist and coordinates with unit comptroller to ensure civilian training support is provided during UTA and AT performed at home station.
- 1.3.2. Provides formal training requirements for the next fiscal year to the comptroller by 15 August as coordinated by senior reservist.
- 1.3.3. Monitors reservists upgrade and proficiency training.
- 1.3.4. Works with senior reservist to coordinate formal school tour and ATs to maximize training opportunities.
- 1.3.5. Schedules AT in the reservist AT scheduling program no later than 1 October. When schedules are approved by HQ AFRC/FMXX, submits letter to AT site advising type training required for each reservist at least 45 days before AT.
- 1.3.6. Provides training for all personnel going TDY, AT, or contingency on the "do's" and "don'ts," points of contact, travel, lodging, and transportation.
- 1.3.7. Provides a copy of the training feedback on the AT to HQ AFRC/FMXX.
- 1.3.8. Advises HQ AFRC/FMXX training coordinator when reservist does not accomplish scheduled training.

- 1.3.9. Schedules reservist for MAJCOM and Air Force level contingency exercises and training.
- 1.3.10. Serves as liaison between assigned reservists and other staff functions to coordinate enrollment in training programs, scheduling of tests, rescheduling of UTA, orders preparation, chemical warfare training, weapons qualifications, medical appointments, etc, to ensure financial reservists meet all requirements for worldwide deployment taskings.
- 1.3.11. Monitors mobility roster and tasking requirements to ensure qualified members are assigned mobility positions.
- 1.3.12. Reviews Table of Allowances in attachment 1 to ensure required mobility items are procured, stored, and maintained. Reports status of personnel and related equipment to HQ AFRC/FMXX.
- 1.3.13. Maintains current copy of the unit manning document (UMD).
- 1.3.14. Maintains contact with HQ AFRC/FMXX to secure up-to-date information on wartime mission, deployment locations, and taskings. Works with senior reservist and comptroller to formulate plans and operational instructions to assist financial reservists in responding to taskings.
- 1.3.15. Disseminates all changes in mobility data to commander, comptroller, and senior reservist.
- 1.3.16. Prepares annual operations and maintenance budget for mobility type equipment and supply items.
- 1.3.17. Develops the reserve personnel appropriation budget for military pay and travel entitlements for the assigned financial reservists.
- 1.3.18. Distributes assignment and training requests levied by the HQ AFRC/FMXX training coordinator.
- 1.3.19. Coordinates actions necessary to appropriate resolution of discrepancies found during inspections and staff visits from higher headquarters.
- 1.3.20. Ensures travel orders are provided for reservists ATs, school tours, and special tours.

#### **1.4. Comptroller:**

- 1.4.1. Is responsible for the training program and general management guidance for qualification training of all unit-assigned reservists with financial management Air Force Specialty Codes (AFSC).
- 1.4.2. Ensures financial reservists are provided work assignments and training in their AFSCs. This includes reviewing the yearly training plan developed by the senior reservist and providing and scheduling civilians (based on this plan and when requested by senior reservist) during UTA and AT to provide training to reservists.
- 1.4.3. Ensures unit training plan is accomplished and on file by 1 October of each year.
- 1.4.4. Ensures all training is based on the Time Application Table in attachment 1 of the STS.
- 1.4.5. Briefs wing or group commander quarterly on the training status of assigned financial reservists.
- 1.4.6. Represents HQ AFRC/FMXX on issues concerning training of assigned reservists.

- 1.4.7. Contacts HQ AFRC/FMXX immediately if problems could degrade reservists training.
- 1.4.8. Serves as unit liaison to HQ AFRC/FMXX for planning and conducting a command centralized AT training program.
- 1.4.9. Supports AT requirements levied by the AFRC/FMXX program coordinator.
- 1.4.10. Ensures facilities, equipment, and publications are available for reservists during the UTA.
- 1.4.11. Sends training requirements to the GMAJCOMs training site 45 days in advance of the reservists AT training.
- 1.4.12. Provides adequate storage space to file training records of reservists.
- 1.4.13. Maintains and disposes of records according to AFMAN 37-123, **Management of Records** and AFMAN 37-139, **Records Disposition Schedule**.
- 1.4.14. Maintains current copies of memorandum of understanding (MOU), interservice support agreement, UMD, financial training plan, and the training schedule.
- 1.4.15. Provides guidance to senior financial reservist as required.
- 1.4.16. Provides input and coordinates on OERs/EPRs for officer and enlisted personnel.
- 1.4.17. Submits input on senior financial reservists OERs/EPRs to unit commander for consideration.
- 1.4.18. Ensures training is provided for senior financial reservist when required.
- 1.4.19. Ensures HQ AFRC/FMXX training coordinator receives next fiscal year's formal training requirements for all financial reservists by 1 September.
- 1.4.20. Budgets for logistics detail (LOGDET) and any school, training, or TDY required by the reservists.
- 1.4.21. Fosters open lines of communication between civilian work force and reservists to enhance training program.

## **1.5. HQ AFRC/FMXX:**

- 1.5.1. Serves as training coordinator.
- 1.5.2. Monitors financial reservists training program to ensure compliance with applicable directives.
- 1.5.3. Advises unit comptrollers and senior financial reservists on training issues and initiatives as applicable.
- 1.5.4. Performs staff assistance visits to review unit OJT program, training plans, compliance with CFETP 6F0XX/6F1XX requirements, and training records.
- 1.5.5. Maintains records relative to unit training accomplishments, proficiency, and training problems for review by HQ AFRC/FM and staff.
- 1.5.6. Approves schedules submitted by senior reservists for financial reservists ATs at GMAJCOMs by 15 October. Reports any problems to senior reservists.
- 1.5.7. Provides a general schedule to the GMAJCOMs for training.

- 1.5.8. Serves as HQ AFRC/FM liaison for financial reserve organization structure and the financial reservists training program.
- 1.5.9. Chairs the Financial Reservists' Working Group (FRWG).
- 1.5.10. Maintains financial reservists AT training program data base.
- 1.5.11. Works with GMAJCOMs to ensure an up-to-date MOU for training is on file.
- 1.5.12. Ensures reservist workshop is held.
- 1.5.13. Conducts annual TOP DOLLAR training.
- 1.5.14. Provides information concerning training of financial reservists.
- 1.5.15. Works with GMAJCOMs and reserve units on military personnel appropriation and reserve personnel appropriation requirements.
- 1.5.16. Issues letters about and chairs the annual financial reservist awards program.

**2. Overseas Unit Deployments.** This paragraph identifies requirements for unit deployments from home station on ATs or contingency operations to overseas location.

2.1. Senior Reservist or Comptroller notifies unit commander or coordinator of those financial reservists available to deploy with the unit to an overseas location.

**2.2. Deployment Review Board (DRB):**

2.2.1. Submits financial reservists numbers with the unit's deployment request to the applicable AFRC point of contact for consideration by the AFRC DRB 1 year in advance.

2.2.2. Coordinates requests for deployment of financial management personnel with HQ AFRC/FMXX.

**2.3. Support:**

2.3.1. Ensures active duty unit is notified and an assigned work area is available if financial reservists will not be staying with the unit but working at the active duty finance office during an overseas AT with the unit.

2.3.2. Ensures work schedules and meal runs are supported by base transportation.

**2.4. Lodging:**

2.4.1. Coordinates lodging in advance. Financial reservists are lodged under the same conditions as deploying unit.

2.4.2. Contacts the deployment location for any unusual lodging requirements.

**2.5. Deployment Items** Deploying financial reservists will have the following for the area of deployment: ID card, identification tags, AF Form 245, **Employee Locator and Processing Checklist**, AF Form 623, orders, NATO or official passport, immunization record, proper equipment including chemical defense equipment, mobility bags, and weapons. Ensures all legal and dependent matters are accomplished.

**2.6. Contingencies:**

2.6.1. When approved by HQ AFRC/FM, the financial reservists who deploy in support of their unit or active duty unit during a contingency deploy with the LODGET. The deployed financial reservists continue financial operations as the focal point for all funding, accounting, and customer service requirements during contingency operations.

2.6.2. The unit's UTA enables the financial reservist to properly run the financial office, meeting the following requirements:

2.6.2.1. Briefs commander on funds status.

2.6.2.2. Coordinates procedures for procurement and payment of goods and services.

2.6.2.3. Advises on propriety of purchases and coordinates with contracting as required.

2.6.2.4. Establishes procedures for escort, transport, and storage of funds both on and off site and identifies funding requirements and sources of resupply.

2.6.2.5. Determines and coordinates communication requirements with communication personnel.

2.6.2.6. Establishes procedures to maintain, account for, and reconcile all appropriate dollars expensed by the unit, which include accurately maintaining daily cash accountability and reconciling cashier accountability and all accounting records with procurement records.

2.6.2.7. Prepares for funds and vouchers turn in at home station.

2.6.2.8. Provides financial support to deployed forces to include processing travel payments to Air Force and other service members.

2.6.2.9. Determines entitlements and processes military payments, performs personal check cashing and foreign currency exchange, and processes military pay actions for deployed forces.

**2.7. After Actions Report** Senior reservist submits an after-actions deployment report to HQ AFRC/FMXX within 30 days of return to home station.

**2.8. Financial Reservists' Working Group (FRWG):**

2.8.1. Provides leadership and direction for financial reservists by establishing uniformity of training to enhance the image of the Air Force Reserve Command as a quality force capable of meeting wartime needs with mission ready personnel.

2.8.2. Is composed of highly motivated officers and enlisted financial reservists representing a cross section of the career field.

2.8.3. Membership consists of 12 financial reservists and a representative from HQ AFRC/FMXX. HQ AFRC/FMXX training coordinator serves as the chairperson.

2.8.4. Members are selected from volunteers nominated by the unit comptroller, endorsed by the unit commander, and approved by HQ AFRC/FM. Smaller committees may be appointed to address specific issues or training requirements.

2.8.5. Members serve 2 year terms with 50 percent change of members each year. The FRWG meets semiannually.

DAVID R. SMITH, Maj Gen, USAF  
Commander



**Attachment 1****TIME APPLICATION TABLE**

Use AF Form 623 to identify financial reservists training. Table A1.1 reflects the times that should be dedicated for minimum training. These times do not necessarily include practical application. The time application was approved by the FRWG and is a guide for staff assistance visits and operational readiness inspections.

**Table A1.1. Time Application Table.**

| <b>PARAGRAPH</b>                      | <b>TIME</b> | <b>DESCRIPTION</b>                       |
|---------------------------------------|-------------|--|
| <b>CAREER LADDER PROGRESSION</b>      |             |  |
| 1.1-1.4                               | 15 Mins     | Career Progression                       |
| <b>OPSEC</b>                          |             |  |
| 2                                     | 3 Hrs       | OPSEC                                    |
| <b>PUBLICATIONS</b>                   |             |  |
| 3.1-3.3                               | 30 Mins     | Publications                             |
| <b>FUNCTIONS AND RESPONSIBILITIES</b> |             |  |
| 4.1-4.1.4                             | 1 Hr        | Functional Responsibilities of the SMAs  |
| 4.2.1-4.2.11                          | 1 Hr        | Individual Responsibilities              |
| 4.3.1-4.3.8                           | 1 Hr        | Relationship with Other Offices/Agencies |
| 4.4                                   | 15 Mins     | 7104 Report                              |
| 4.5                                   | 15 Mins     | Document File Maintenance                |
| 4.6                                   | 1 Hr        | Components of Accounting Classifications |
| 4.7.1-4.7.3                           | 1 Hr        | Funding Authorities                      |
| 4.8.1-4.8.2                           | 2 Hrs       | Funding Controls                         |
| <b>MECHANIZED EQUIPMENT</b>           |             |  |
| 5.1-5.2.2                             | 1 Hr        | Mechanized Equipment                     |
| <b>FINANCIAL MANAGEMENT SYSTEMS</b>   |             |  |
| 6.1.1-6.1.2                           | 2 Hrs       | General Accounting Descriptions          |
| 6.2-6.2.2                             | 2 Hrs       | Accounting Principles                    |

|             |         |  |
|-------------|---------|--|
| 6.3         | 3 Hrs   | Data Elements and Codes                              |
| 6.4         | 1 Hr    | Prepare Posting Media                                |
| 6.5.1-6.5.7 | 1 Day   | Accounting Stages                                    |
| 6.6.1-6.6.2 | 1.5 Hrs | Open Document Reconciliation                         |
| 6.7-6.8     | 7 Hrs   | Reconciling General Accounting Products              |
| 6.9         | 30 Mins | Determining Components of Accounting Classifications |

**TRAVEL**

|              |         |  |
|--------------|---------|--|
| 7.1.1        | 1 Hr    | Official Mileage                         |
| 7.1.2        | 2 Hrs   | Leave - Military PCS                     |
| 7.1.3        | 2 Hrs   | Leave - Military TDY                     |
| 7.1.4        | 2 Hrs   | Travel Time - Civ PCS                    |
| 7.1.5        | 2 Hrs   | Travel Time Civ TDY                      |
| 7.1.6        | 1 Hr    | Travel Estimates                         |
| 7.2.1        | 6 Hrs   | TDY                                      |
| 7.2.2        | 2 Hrs   | PCS                                      |
| 7.2.3        | 4 Hrs   | DITY                                     |
| 7.2.4        | 1.5 Hrs | Separation/Retirement                    |
| 7.2.5        | 30 Mins | Advances                                 |
| 7.2.6        | 30 Mins | Dependents                               |
| 7.2.7        | 1.5 Hrs | Emergency                                |
| 7.2.8        | 30 Mins | Dislocation                              |
| 7.2.10       | 1.5 Hrs | POV Shipment                             |
| 7.3.1-7.3.10 | 2 Days  | Travel Entitlements – Civilian Employees |
| 7.4          | 1 Day   | Guard/Reserve Travel Entitlements        |
| 7.5.1-7.5.7  | 2 Hrs   | Reimbursable Expenses                    |
| 7.6          | 8 Hrs   | Processing Claims                        |
| 7.7          | 2 Hrs   | Auditing Travel Claims                   |
| 7.8          | 4 Hrs   | Using Travel System Products             |
| 7.10         | 2 Hrs   | Evacuation Allowances                    |

**JUMPS/RAPS/CAPS**

|             |          |                        |
|-------------|----------|------------------------|
| 8.1.1       | Ann Tour | JUMPS/RAPS/CAPS Prints |
| 8.1.2       | 1 Hr     | LES                    |
| 8.1.3-8.1.4 | Ann Tour | RAPS/CAPS CRTs         |
| 8.2.1       | 30 Mins  | Basic Pay              |
| 8.2.2       | 2 Hrs    | Health Professions Pay |
| 8.2.3       | 2.5 Hrs  | Other Special Pays     |

|             |          |                                      |
|-------------|----------|--------------------------------------|
| 8.2.4       | 2.5 Hrs  | Incentive Pays                       |
| 8.2.5       | 1.5 Hrs  | BAS                                  |
| 8.2.6       | 1 Day    | BAQ                                  |
| 8.2.7       | 2 Hrs    | VHA                                  |
| 8.2.8       | 1.5 Hrs  | FSA                                  |
| 8.2.9       | 20 Hrs   | Station Allowances                   |
| 8.2.10      | 1.5 Hrs  | Clothing Allowance                   |
| 8.2.11      | 30 Mins  | Officer Uniforms and Equipment       |
| 8.3.1       | 15 Mins  | FITW                                 |
| 8.3.2       | 15 Mins  | FICA                                 |
| 8.3.3       | 15 Mins  | SITW                                 |
| 8.3.4       | 0        | USSH                                 |
| 8.3.5       | 15 Mins  | SGLI                                 |
| 8.3.6       | 15 Mins  | Dental                               |
| 8.3.7       | 4 Hrs    | Allotments                           |
| 8.3.8       | 2 Hrs    | USSDP                                |
| 8.3.9       | 45 Mins  | Garnishments                         |
| 8.4.1       | 1 Hr     | Indebtedness                         |
| 8.4.1.1     | 2 Hrs    | Remissions                           |
| 8.4.1.2     | 30 Mins  | Waivers                              |
| 8.4.1.3     | 1 Hr     | Rebuttals                            |
| 8.4.1.4     | 30 Mins  | Appeals                              |
| 8.4.1.5     | 2 Hrs    | Collections                          |
| 8.4.2       | 30 Mins  | BAS Verification                     |
| 8.4.3       | 1 Hr     | BAQ Verification                     |
| 8.4.4       | 1 Hr     | Supporting Files                     |
| 8.4.5       | 1 Hr     | Reconciling PSF/LES Listings         |
| 8.4.6       | Ann Tour | Reconciling JUMPS/AFORMS             |
| 8.4.7       | 1 Hr     | Reconciling Dependency Discrepancies |
| 8.4.9       | 1 Hr     | Claims                               |
| 8.4.10      | 1 Hr     | Verifying Station Allowances         |
| 8.5.1       | 15 Mins  | Status - On Station                  |
| 8.5.2       | 15 Mins  | Status - AWOL                        |
| 8.5.3       | 15 Mins  | Status - Confinement                 |
| 8.5.4       | 15 Mins  | Status - Desertion                   |
| 8.5.5       | 30 Mins  | Leave                                |
| 8.5.6-8.5.7 | 2 Hrs    | PCS In/Out                           |
| 8.6.1       | 3 Hrs    | Events - Accessions                  |

|               |          |                                   |
|---------------|----------|-----------------------------------|
| 8.6.2         | 2 Hrs    | Separation/Retirement             |
| 8.6.3         | 2 Hrs    | Re-Enlistment                     |
| 8.6.4         | 1 Hr     | Fines                             |
| 8.6.5         | 1 Hr     | Forfeitures                       |
| 8.7.1         | 15 Mins  | Prepare Military Pay Documents    |
| 8.7.2         | 30 Mins  | Dependency Determinations         |
| 8.7.3         | 15 Mins  | System Products                   |
| 8.8           | 4 Hrs    | JUMPS/MAFR Reconciliation         |
| 8.9           | 2 Hrs    | Rejects                           |
| 8.10.1-8.10.3 | 30 Mins  | Computing AFO Authorized Payments |
| 8.10.4        | 1 Hr     | Cross Disbursements               |
| 8.10.5        | 30 Mins  | Death Gratuities                  |
| 8.12          | 2 Hrs    | Processing Pay Transactions       |
| 8.14          | Ann Tour | Update Procedures                 |
| 8.15          | Ann Tour | Management Notices                |
| 8.17          | 8 Days   | JCCS-RF                           |

#### **PAYING AND COLLECTING**

|       |         |  |
|-------|---------|--|
| 9.1.1 | 30 Mins | Processing Collection Transactions               |
| 9.1.2 | 30 Mins | Processing Disbursement Transactions             |
| 9.2   | 1 Hr    | Storage and Safeguarding                         |
| 9.3   | 1 Hr    | Accounting for Negotiable Instruments            |
| 9.4   | 2 Days  | Maintaining Agent Officer Accountability Records |
| 9.5   | 1 Day   | Cashier Duties                                   |
| 9.6   | 2 Hrs   | Maintenance of Accountability                    |
| 9.7.1 | 4 Hrs   | Preparation of P&C Reports                       |
| 9.7.2 | 1 Hr    | Preparation of US Treasury Checks                |
| 9.8   | 2 Days  | Foreign Operations                               |
| 9.9.1 | 2 Hrs   | Maintenance of Deposit Funds                     |
| 9.9.2 | 4 Hrs   | Maintenance of Suspense Accounts                 |
| 9.1   | 1 Hr    | Cash Authority Requests                          |

#### **COMMERCIAL SERVICES**

|        |          |                                      |
|--------|----------|--------------------------------------|
| 12.1   | 3 Hrs    | Commercial Services Source Documents |
| 12.2   | 2 Hrs    | Contracts                            |
| 12.3.1 | 4 Hrs    | Processing - Utilities               |
| 12.3.2 | Ann Tour | Base Service Stores                  |

|           |          |                        |
|-----------|----------|------------------------|
| 12.3.3    | Ann Tour | Local Drayage          |
| 12.3.4    | 4 Hrs    | Medical Services       |
| 12.3.5    | 1 Hr     | Suggestions            |
| 12.3.6    | 1 Hr     | Claims                 |
| 12.3.7    | 1 Hr     | Tuition Assistance     |
| 12.3.8    | 2 Hrs    | Imprest Funds          |
| 12.3.9    | 2 Hrs    | Contingency Funds      |
| 12.3.10.1 | 1 Hr     | Clothing Payments      |
| 12.3.10.2 | 1 Hr     | Contract Advances      |
| 12.3.10.3 | 1 Hr     | Progress Payments      |
| 12.3.10.4 | 1 Hr     | Emergency Payments     |
| 12.3.10.5 | 1 Hr     | Miscellaneous Payments |
| 12.3.11   | 4 Hrs    | MAFR                   |
| 12.3.13   | 1 Hr     | Subsistence            |
| 12.3.15   | 2 Hrs    | Transient Aircraft     |
| 12.4      | 5 Hrs    | Payment Requirements   |

**TRAVEL ACCOUNTING**

|                 |         |                                     |
|-----------------|---------|-------------------------------------|
| 14.1            | 1 Hr    | Travel Computation Principles       |
| 14.2            | 1 Hr    | Travel Accounting Principles        |
| 14.3            | 15 Mins | Forms                               |
| 14.4            | 1 Hr    | Interpreting Travel Orders          |
| 14.5.1          | 30 Mins | CTO Billings                        |
| 14.5.2          | 1 Hr    | By Others                           |
| 14.5.3          | 1 Hr    | For Others                          |
| 14.5.4          | 1 Hr    | For Self                            |
| 14.5.5          | 30 Mins | CMAs                                |
| 14.5.6          | 30 Mins | CMOBs                               |
| 14.5.7          | 30 Mins | Travel Commitments                  |
| 14.5.9          | 30 Mins | MTAs/GBLs                           |
| 14.5.10-14.5.12 | 1 Hr    | Travel Obs/Adj.                     |
| 14.6            | 30 Mins | Pseudo Transactions                 |
| 14.7            | 15 Mins | Maintain Manual Accounting Records  |
| 14.8.1          | 15 Mins | Follow-Up - Outstanding Commitments |
| 14.8.2          | 15 Mins | Follow-Up - Outstanding Obligations |
| 14.8.3          | 15 Mins | Follow-Up - Outstanding Advances    |
| 14.9            | 30 Mins | Using Travel System Products        |
| 14.10           | 30 Mins | JUMPS/ATRAS Reconciliation          |

|       |         |                         |
|-------|---------|-------------------------|
| 14.11 | 30 Mins | Creating Master Records |
|-------|---------|-------------------------|

**SUPERVISION/TRAINING AND RE-  
SPONSIBILITIES**

|    |          |  |
|----|----------|--|
| 15 | Progress | Supervision                                |
| 16 | Progress | Personnel Evaluation                       |
| 17 | 1 Day    | Supervisory Functions and Responsibilities |